



TOWN OF HERNDON
Parks and Recreation Department
Alcoholic Beverage Use Application/Permit
For Use with the Facility Use Application & Contract

The Alcohol Beverage Use Application/Permit is an addendum to the required Facility Use Application and Contract. Applications must be submitted a minimum of 30 business days prior to the rental.

Name of Applicant Mr. ☐ Mrs. ☐ Ms. ☐ _____

Organization / Title (if applicable) _____

Applicant Date of Birth _____ **Email** _____

Phone Number _____ **Alternate Phone Number** _____

Address of Applicant _____
(Street) (Apt #) (City) (State) (Zip Code)

Date of Event _____ **Time of Event** _____ **Requested Room** _____

Description of Event:

Are you charging fees for admission? Yes _____ No _____

Are you charging fees for alcohol or food? Yes _____ No _____

Is the event a fundraiser or are you asking for donations? Yes _____ No _____

Is the alcohol for the event being purchased from a distributor? Yes _____ No _____

Is the event private? Private means invitations are sent out to a specific group of people and a guest list is available. Yes _____ No _____

For Office Use Only:

ABC Permit required and received _____ Insurance Certificate required and received _____

The above application has been reviewed and is: Approved _____ Not Approved _____

Manager's Signature _____ **Date** _____

Terms and Conditions

Phone: 703-435-6868
Fax: 703-318-8652
Herndon-va.gov

Herndon Community Center
814 Ferndale Avenue
Herndon, VA 20170



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1. Use, consumption, or possession of alcoholic beverages at the Herndon Community Center shall be in strict accordance with the Virginia Alcoholic Beverage Control Act. A copy of the ABC license, if required, must be on file with the Department of Parks and Recreation at least fourteen (14) days prior to the event. For more information on getting a banquet license visit <https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses>.
2. The serving of alcohol must conclude 30 minutes prior to the end of the event. Alcohol may not be served during the operating hours of the Herndon Community Center.
3. Permission for use, consumption, or possession of alcoholic beverages will be granted only for the times, dates, and areas specified in the Facility Use Application & Contract.
4. The Applicant must ensure that no person under the age of 21 will use, consume or possess any alcoholic beverage.
5. The applicant must be 21 years of age or older and must be present during the entire event including all times and dates specified in the Alcoholic Beverage Use Application.
6. The town may require the applicant to incur additional costs for security and/or police support to ensure public safety and compliance with applicable laws. All security and/or police support will be acquired by the town and expenses will remain the responsibility of the applicant.
7. The Town reserves the right to revoke permission for use, consumption, or possession of alcoholic beverages at any time.
8. Refunds will be granted in accordance with the associated Facility Use Application & Contract.
9. The approved Alcohol Beverage Use Application/Permit becomes your official permit to have on site. It entitles the applicant to serve alcoholic beverages only during the facility usage times and dates indicated above, and only in the designated area(s) at the Herndon Community Center.
10. All Town of Herndon code and Herndon Community Center rules and regulations apply.
11. All rentals that are serving alcohol and have over 100 people and all renters charging admission or have a participant fee to their function must provide a certificate of insurance naming the Town of Herndon as additionally insured. Other rentals may be required to provide proof of insurance. The town will advise you if and how much insurance is required. Satisfactory proof of insurance must be received 7 business days prior to the rental date. For your protection, the Town of Herndon strongly recommends obtaining "Host Liquor Liability" or "Liquor Liability" Insurance, even if insurance is not required.

I have read the above policy statement regarding the use of alcohol and I agree to abide by all requirements. I will hold harmless and indemnify the Town of Herndon from all losses, to include injuries or property damages resulting from the use of alcoholic beverages. I understand that I am responsible for the actions of any and all attendees at this event. I understand that by signing this I am confirming that alcohol will not be served to minors.

Applicant Signature: _____ Date: _____

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